

From: "Katherine Leasure" <kaleasure@ucdavis.edu>
Sent: 02/12/2020 11:28:35 AM (-08:00)
To: "Samantha Maher" <maher@ecohealthalliance.org>
Cc: "Jonna Mazet" <jkmazet@ucdavis.edu>; "Peter Daszak" <daszak@ecohealthalliance.org>
Subject: Re: draft GVP Board meeting Agenda for your comments/changes

Hi all,

I just wanted to share the below guidance from Patsy Powell at NAS regarding arrival at the Keck Center (which you may already be aware of from past meetings at this location). With travel schedules, I'm not sure who is overseeing communication with meeting attendees, so am sharing with you all to relay as appropriate:

Guests will have to show a photo id when they arrive. Our security will then check their names off the list and direct them to the conference room.

Thank you,
Katie

On Thu, Jan 30, 2020 at 9:17 AM Katherine Leasure <kaleasure@ucdavis.edu> wrote:
Hi Samantha,

Thank you again for sharing these event details. Per Patsy Powell at NAS, we have a reservation on February 13 for room Keck 202, and all of the required paperwork was submitted today. I wanted to follow-up to confirm if the headcount is still 12, as I'm now coordinating with the catering manager at Sodexo on food for the event. Also, if you are aware of any dietary restrictions among the attendees, please let me know so I can share that information with the caterer.

I will also need a copy of the final participant list by February 12, as she will need to share it with the NAS security team.

Best,
Katie

On Fri, Jan 17, 2020 at 9:26 AM Samantha Maher <maher@ecohealthalliance.org> wrote:
Hi Katie,

That information is as follows

- Event Date: February 13, 2020
- Event Time: 9:30am to 5:00pm
- Number and Type of Attendee: 12, board members and organization representatives, International
- Meeting/Event Title: Global Virome Project -Initial Board of Directors Meeting
- Program and/or General Content of Meeting: The Global Virome Project (GVP) was conceived in response to repeated and unpredictable emergence and re-emergence of high impact viral epidemics and pandemics, compromising global health security and the well-being of the peoples of the world. The GVP has an ambitious objective: to characterize the majority of viruses within 25 viral families believed to pose a threat to global public health (Carroll *et al.* 2018). This first Board of Directors meeting of the newly incorporated Global Virome Project (GVP) will mark the

exciting inception of the GVP Project as a stand-alone not-for-profit organization with the ability to raise funds and function as an independent entity.

- Copy of Meeting Agenda: See attached for draft agenda.

Best,

Sam

On Fri, Jan 17, 2020 at 12:04 PM Katherine Leasure <kaleasure@ucdavis.edu> wrote:

Good morning all,

I'm coordinating with NAS to finalize the reservation, and there is some information on the request form that I will need assistance in completing:

- Event Date:
- Event Time:
- Number and Type of Attendee:
- Meeting/Event Title
- Program and/or General Content of Meeting
- Copy of Meeting Agenda

Any assistance you can provide is much appreciated.

Thanks!

Katie

On Wed, Jan 15, 2020 at 10:39 AM Samantha Maher <maher@ecohealthalliance.org> wrote:

Hi Katherine et al.

I went ahead and forwarded you the correspondence with her email instructions and the booking form.

Cheers,

Sam

On Wed, Jan 15, 2020 at 1:09 PM Katherine Leasure <kaleasure@ucdavis.edu> wrote:

Hi Peter,

As we will be charging the cost to GVP, would you be able to copy my in on your communication with Julie Pavlin so I can coordinate with her on finalizing the reservation and payment?

Thank you,

Katie

On Tue, Jan 14, 2020 at 11:30 AM Jonna Mazet <jkmazet@ucdavis.edu> wrote:

Great, copying in Katie for help with the room reservation logistics.

Katie, please charge to GVP.

Thanks,

Jonna

P.S. Love the Brussels Sprouts at Blue Duck ;)

On Sun, Jan 12, 2020 at 8:24 PM Peter Daszak <daszak@ecohealthalliance.org> wrote:

Thanks Jonna – agree re. dinner the night before and I’ve accepted all your changes in this version.

Samantha – please change the reservation at the Blue Duck for the 12th Feb at 7pm if possible, or we can find another restaurant of similar caliber (Robert has a list).

Please check the agenda for any errors, and if this looks correct I’ll circulate tomorrow. We then need to get the docs together and send them out.

Jonna – I’ve checked in with Julie Pavlin on renting the room at the Keck Center – it can’t be free this time, and will cost around \$1,000 or so (Room rate is between \$510-760 per day depending on which rooms are available. AV support is \$80.00 per hour per day, food on top of that). I’ve asked her to go ahead at this point and book the room, assuming that the charge can be to any remnant GVP funds you’re managing, or other funds we’ve both got. I think it’s very reasonable

Cheers,

Peter

Peter Daszak

President

EcoHealth Alliance

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EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that prevent pandemics and promote conservation.

From: Jonna Mazet [mailto:jkmazet@ucdavis.edu]

Sent: Wednesday, January 8, 2020 10:42 PM

To: Peter Daszak

Cc: Samtha Maher

Subject: Re: draft GVP Board meeting Agenda for your comments/changes

Thanks for the peek -- my comments/suggestions attached.

Talk to you tomorrow.

Happy New Year!

J

On Wed, Jan 8, 2020 at 8:34 AM Peter Daszak <daszak@ecohealthalliance.org> wrote:

Hi Jonna – here's a draft agenda for the GVP board meeting.

Can you edit/comment on this so you and I can get it lined up before the meeting Thursday...

Cheers,

Peter

Peter Daszak

President

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Katherine Leasure

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